



SHERIFF DAVID J. MAHONEY
DANE COUNTY SHERIFF'S OFFICE

JEFF HOOK, Chief Deputy
(608) 284-6167



JANICE L. TETZLAFF
Captain, Executive Services
(608) 284-6175

TIMOTHY F. RITTER
Captain, Support Services
(608) 284-6186

JEFFREY A. TEUSCHER
Captain, Security Services
(608) 284-6165

RICHELLE J. ANHALT
Captain, Field Services
(608) 284-6870

May 24th, 2011

Diana Lopez
Sunshine Review

Dear Ms. Lopez:

This is in response to your request for records that we received on May 8th, 2011. You requested several items of information pertaining to the Dane County Sheriffs Office.

As we discussed in our phone conversation earlier today, you can obtain information on salaries of our staff by contacting the Dane County Department of Administration – Payroll Division.

Regarding your question on the number of cell phones our agency has, and requesting a copy of policies governing their use; our agency has no written policy concerning this. We have an expectation that employees issued department cell phones and other equipment only use them in connection with their official duties. We have 131 cell phones issued to our staff.

Regarding your question on department issued vehicles assigned to employees on a “take home” basis, we have 49 vehicles in our fleet that are personally assigned. I am also enclosing a copy of our policy for county vehicle use as you requested.

Please feel free to contact me if you have any further questions.

Sincerely,

DAVID MAHONEY
SHERIFF OF DANE COUNTY

Lieutenant Mark Twombly
Dane County Sheriffs Office



SHERIFF DAVID J. MAHONEY
DANE COUNTY SHERIFF'S OFFICE

RECORDS UNIT
Phone (608) 284-6827 Fax (608) 284-6156
www.danesheriff.com
Public Safety Building, 115 W Doty Street, Madison, Wisconsin 53703



Invoice Id: 22546

Wednesday, May 25, 2011

Diana Lopez
Sunshine Review

Fee Status: Full Rate
Claim No:

| Request | Description | Cost | Qty | Total |
|-------------|--------------------------------------|--------|-------|--------|
| COPIES | County issued cell phones from 1/1/ | \$0.25 | x 0 = | \$0.00 |
| COPIES | County issued vehicles with mileage | \$0.25 | x 0 = | \$0.00 |
| COPIES | DCSO Vehicle Use Policy - Reg. 10 | \$0.25 | x 2 = | \$0.50 |
| COPIES | Reports for Salaries from 1/1/08 thr | \$0.25 | x 0 = | \$0.00 |
| PostageAmt: | | | | \$0.44 |
| Total: | | | | \$0.94 |

Payment Options:

- Pay by credit card online at www.danesheriff.com using the **pay location code (PLC) of 6556** and your Invoice ID number listed above.
- Pay by check or money order made payable to the Dane County Sheriff's Office and mail it to the address above. Please include your Invoice ID number on your check or money order.
- Pay in person by check, money order, cash or credit card.

Please retain this copy for your records.

Please remit payment within 10 days of receipt.

**REGULATION: 100.250****SUBJECT: COUNTY VEHICLE USE**

- A. Authorized Sheriff's Office personnel may use county-owned vehicles for official business only. County-owned vehicles may not be used for personal use without the knowledge or permission of the Sheriff. Except in an emergency, when it is impractical to obtain prior authorization, in this event, the reason for using the vehicle and the circumstances shall be communicated to the employee's Division Commander with copies to the Sheriff and Chief Deputy as soon as practical.
- B. The Sheriff or Division Commander may assign county-owned vehicles that are taken home by employees. The use of a take-home vehicle will only apply to employees who reside in Dane County. In the event that an employee chooses to reside outside of the County, he/she will not be permitted to take the vehicle home. Employees who currently have take-home vehicles and reside outside of the County will continue to be allowed the use of the vehicle, but any change of residence or assignment may cause the vehicle use to be rescinded. The Sheriff, however, may grant permission outside of this policy on a case-by-case basis. Even though the use of such "take-home" vehicles is limited to official business and travel between home and work assignments, employees are permitted de minimis personal use of the vehicle, including incidental stops at day care centers, medical appointments, grocery stores, etc.
- C. Any employee who is involved in a motor vehicle accident while operating a county-owned motor vehicle shall notify their supervisor or the OIC promptly and comply with all the reporting and investigative requirements.
- D. Employees shall not modify, install or permit modifications or installation of any equipment or accessories on a county-owned vehicle without prior written approval from the Support Services Captain.
- E. All department employees will operate county-owned vehicles in a safe manner and in compliance with state law and Sheriff's Office policies.
- F. Employees shall exercise good judgment in the parking, storage, security, and care of such vehicles in order to prevent or minimize damage or loss to the vehicle or criticism to the department.
- G. County "take-home" vehicles shall be locked and secured in the employee's garage, driveway or other designated parking space that is in close proximity to the employee's



residence. Vehicles are not to be stored in a location that is not accessible to other departmental personnel without prior approval from the Division Commander. During periods of time off of five (5) working days or more, vehicles are to be parked in a location approved by the Division Commander, preferably at a precinct or main headquarters. Employees assigned "take-home" vehicles must also notify the Division Commander whenever a vehicle is stored in a location other than at the employee's residence.